



STATE OF DELAWARE  
DEPARTMENT OF ELECTIONS

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## MINUTES

### Preparation and scanning of 10<sup>th</sup> Senate District Special Election absentee ballots February 24 and 25, 2017

**ATTENDEES:** County Deputy Director, Howard Sholl, and selected Department staff attended the meeting. No one from the public or media attended either of the sessions.

County Deputy Director Sholl called the meeting to order on February 24, 2017, at 2 p.m. He administered the oath, instructed the staff on procedures, and assigned two bi-partisan teams.

The teams reviewed and prepared the 384 absentee ballots that the New Castle County Office had received as of 2 p.m. on February 24<sup>th</sup>. The teams then scanned and sealed the ballots in carrier envelopes. The teams successfully scanned 384 ballots.

County Deputy Director Sholl recessed the meeting until call of the chair on Saturday.

County Director Albence reconvened the meeting at approximately 7 p.m. on February 25, 2017. The group prepared the 15 ballots received on February 25<sup>th</sup>. The group scanned the ballots and sealed them in a container envelope. 15 ballots were successfully scanned.

Mr Dunworth uploaded the results to the GEMS server shortly after 8 p.m.

County Deputy Director Sholl transmitted the results via encrypted email to the State Election Commissioner's Office at 8:15 p.m.

County Director Albence adjourned the meeting at approximately 8:25 p.m. on February 25, 2017.

HOWARD G. SHOLL, JR.  
Deputy County Director